



Community Development Department - Planning Division

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Minor Conditional Use Permit

In the City of Riverside's Zoning Code, some uses are allowed as a Matter of Right and some are only allowed under a Conditional Use Permit. Matter of Right uses are considered routine in nature and require little more than a building permit (and sometimes design approval) to be established. Conditional uses are considered more unique and require special review. A conditional use has the potential to be disruptive to a surrounding neighborhood unless it operates within certain guidelines. Such uses can be approved, denied or conditionally approved under a conditional use permit. Riverside has two kinds of conditional use permits. "Full" conditional use permits require a public hearing before the Planning Commission, environmental review and both newspaper and mailed public notices. The Minor Conditional Use Permit process has been established to allow a simpler, faster review of conditional types of uses the City believes are generally not of such magnitude as to deserve extensive reviews, public hearings, environmental analysis, etc. Minor Conditional Use Permits are approvable at the Planning Department "staff" level, without public hearings, under the authority of the "Zoning Administrator". Instead of a public hearing, we notify property owners within 300 feet (1,000 feet if certain types of variances are requested) by mail, and invite them to comment on the proposal by phone or mail. Routine cases are handled on a staff level. Non-routine cases may be referred to the Planning Commission, where the Planning Commission takes on the role of the Zoning Administrator. Because of the significantly greater amount of staff time needed to process certain cases, separate fees have been established for Minor Conditional Use Permits that are alcohol-related and entertainment-related.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, the following process will be followed:

1. Within 14 days after the application deadline the Planning Division will send a public notice to all property owners within 300 or 1,000 feet of your property.
2. The mailing of the notice starts a 15 day review and comment period, during which any interested person may comment on the proposal. On the 10th day of this review and comment period, the staff's preliminary report and decision will be available.
3. After the conclusion of the review and comment period, the Zoning Administrator will decide to either approve or deny the application, or delegate authority over the application to the Planning Commission. If a case is referred to the Planning Commission, it will act as the Zoning Administrator and its decision will be treated the same as if the Zoning Administrator had made it. Cases referred to the Planning Commission will, of course, take longer to process and will be subject to an "open forum" discussion at a public Planning Commission meeting. The final decision, whether it is made by the Zoning Administrator or the Planning Commission, will be distributed to the Mayor, City Council, Planning Commission and any person who has requested to be kept on the mailing list for your case.
4. For 10 days, starting with the distribution of the Zoning Administrator's (or City Planning Commission's) decision, any person may appeal our decision or conditions of approval to the City Council by submitting a letter of appeal along with an appeal fee. In addition, the Mayor or any member of the City Council may request that the Zoning Administrator's decision be reviewed at a City Council meeting. The City Council must consider an appeal or referral within 30 days of receipt. The Council can uphold, reverse or modify any decision of the Zoning Administrator.
5. If, after the end of the appeal period, no appeals or referrals are received, the Zoning Administrator's decision is final. Denied applications are subject to a one year moratorium on reapplication for the same use on the same property.
6. An approved application must be exercised within one year of the approval. Two, one year time extensions are allowed (subject to separate application and fee), after which a new application must be filed.

TIME: (For the exact dates that would apply to your application, see the Minor Conditional Use Permit Tentative Schedule included with this packet or available separately at the Planning Division). The process will normally take 60-90 days from submittal of a complete application.

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the completed General Application form. Include the following:
 - details on the proposal (what do you want to do?),
 - days and time of operation,
 - numbers of children or adults cared for (their ages and an indication if they are ambulatory or non-ambulatory, handicapped, elderly),
 - if a mobile home is to be used the duration of the coach shall be indicated,
 - types of services provided,
 - funding source, etc.
- ☐ One (1) copy Plat Map of the Subject Property. (Assessor's Map showing the subject parcel(s) on which you've highlighted the boundaries of the property or properties the proposed use will occupy.)

LARGE SCALE DRAWINGS folded to no larger than 8 ½" x 14", drawn to scale and fully dimensioned:

- ☐ Four (4) copies of the Site Plan: This is a bird's eye view of your property, showing all property lines and easements, as well as all physical improvements, such as parking spaces (disabled access, compact and regular) landscape planters, the use and outline of all buildings, fences (note materials and height), light standards, sidewalks, storage areas, trash enclosures, signs and the like.
- ☐ Four (4) copies of Building Elevations: Provide drawings of all four sides of the building(s) affected by the proposed use (For existing buildings which will not be changed on the exterior, photographs of all sides are sufficient).
- ☐ Four (4) copies of Floor Plan: Show the layout of the rooms and uses within the building to be occupied by the proposed use. Churches should indicate the number of permanent seats in the primary assembly area.
- ☐ One (1) copy of all graphics reduced to an 8 ½" x 11" size. *See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.*
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaires
- ☐ Two (2) copies of Variance Justification Form for each variance requested.
The Planning Department is authorized to grant variances from the required standards for residentially zoned uses and up to 25 percent for uses in other zones. If you wish to be granted variances in excess of this, your entire application must be reviewed at a public hearing before the Planning Commission.
- ☐ One (1) copy of application to the Riverside County Airport Land Use Commission (ALUC)
The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.
- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).